29 July 1981

MEMORANDUM FOR: Executive Committee Members

FROM   :   Robert M. Gates
                    Director, DCI/DDCI Executive Staff

SUBJECT   :   Minutes of the Executive Committee Meeting, 24 July 1981

1. _____ the CIA Information Handling System Architect   25X1
(IHSA) briefed the Executive Committee members on 24 July 1981 on the
progress and status of the IHSA. The meeting was chaired by
Admiral Inman; others present were John Stein (DDO); James Taylor
(ADDS&T); Harry Fitzwater (DDA); Maurice Lipton (Comptroller);
Evan Hineman (DD/NFAC); Robert Gates (D/OPP); _____   25X1
(C/IMS/DDO), and _____ (PS/OPP).   25X1

2. _____ reviewed the progress that IHSA has made in   25X1
reviewing and coordinating Agency information handling system
development and the development of an Agency information handling
architect and cited the need for an agreed statement of IHSA
authorities. He described the positioning of his office in the
DDA as appropriate and beneficial. [ ]   25X1

3. Mr. Taylor asked which information handling systems are
to be included in the Agency's architecture. Admiral Inman stated
that _____ would not   25X1
be a part of the Agency's architecture but that CIA-managed information
handling activities -- such as one in NPIC -- would be. Mr. Taylor
said that he would like to see this defined in further detail. [ ] 25X1

4. Mr. Stein observed that user needs are insufficiently
emphasized in the IHSA's proposed charter and procedures and that
they do not specify whether and how such needs should drive the
information handling process. Mr. Hineman said that determination
of information handling systems requirements should be the
responsibility of line managers and that the degree of IHSA tasking
of line components called for in the proposed procedures
is undesirable. He also stated that the IHSA's mission and functions
should contain greater emphasis on long-range planning. Noting
that the process leading to establishment of the IHSA function
had begun in April 1979, Mr. Lipton commented that progress toward
implementation of the function has been slow. Mr. Fitzwater noted
that progress has been impeded by lack of agreement on IHSA authorities
and by staffing problems. EXCOM members agreed to provide more
people to increase the pace of IHSA activities. [ ] A   25X1

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                         S E C R E T

5. Admiral Inman decided:

   a. To keep IHSA in the DDA, for the time being. The question of IHSA positioning will be re-addressed in six months.

   b. To revise paragraphs 3 and 8 of IHSA's mission and functions statement, changing IHSA's role in Agency information systems handling architecture to coordination on Agency systems and to recommendations on systems design. The revised statement is at Attachment 1.

   c. To approve the proposed IHSA procedures for development of an Agency IHS strategic plan (Appendix B of EXCOM 81-9032) and to require that the initial plan be prepared in one year rather than two. The IHSA was asked to determine and advise what personnel are required to meet this deadline. The Deputy Directors had previously agreed to make manpower available to accelerate the schedule.

   d. To approve the "Policy and Procedures for Management for Information Systems" (Attachment 2). This revised paragraphs 3, 5, 5b, and 5f of Appendix C of EXCOM 81-9032.

   e. To set aside the proposed Headquarters Regulation on IHSA (Appendix D of EXCOM 81-9032), its function being served by the IHSA Mission and Functions statement at Attachment 1.

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   6. Admiral Inman complimented the work accomplished thus far by the IHSA and re-affirmed his support for the role of the Architect.

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Attachments:
as stated

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